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Approved For Release

2003/11/06

CONFIDENTIAL

A-RDP85-00375

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SECRET

REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION :

Service Requested:

It is requested that the following cleaning and repairs be performed in the Fitness Room area:

CLEANING: A. Fitness Room (BE-48) and adjacent shower room. Stall floors are very dirty.

B. Area between Fitness Room and running track.

C. Dressing Room and showers (BE-28) near the track.

D. Rest Room near track (BE-26).

OTHER SERVICES: A. Remove old clothes dryer from area behind BE-28.

B. Install new dryer in same area.

C. Convert worn-out shower rack to form solid base for washer and dryer.

Attachment

☐

Yes

☒

No

(CONTINUED)

Deadline Date, if applicable

ASAP

Justification:

Recent construction work involving dressing room/showers (BE-28) and adjacent to fitness room (BE-48) and track.

Special Considerations, if any:

NONE

Location where work is to be performed (room)

BE-26, BE-28, BE-48 Hqs.

Date of Request

5 October 1981

FORM 10-66 2620 USE PREVIOUS EDITION

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REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION : ☐ ☐

Service Requested: (CONTINUED)

OTHER SERVICES: D. Put lockers temporarily installed in Fitness Room entranceway back in BE-28.

E. Repair and repaint lockers in BE-28.

F. Install vent or otherwise improve ventilation in Dressing Room (BE-28)

G. Repaint ceilings in both shower rooms (BE-28 and BE-48)

H. Replace door catch on toilet stall in BE-26.

I. Replace carpet tiles in Fitness Room area damaged by flooding.

J. Mount full-length mirror on wall in BE-28.

K. Do something to shield (block) view from opened door in BE-28 when used by women.

Deadline Date, if applicable

Attachment

☐

Yes

☐

No

Justification:

Special Considerations, if any:

Location where work is to be performed (room no. & bldg.)

Contact Official

Cost Center

Tel. Ext.

Date of Request

Requesting Official

Tel. Ext.

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REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION :

Service Requested:

~~Due to the recent construction work in the Fitness Room area~~ It is requested that the following cleaning and repairs be ~~####~~ performed **IN THE FITNESS ROOM AREA:**

A. Cleaning: Fitness Room (B E 48) and adjacent shower room. Stall floors are very dirty.

B. Area Between F.R. and running track.

C. Dressing Room (BE 28) and showers near the track.

D. Rest Room near track (BE26)

A. Other Services: Remove old clothes dryer from area behind BE 28

B. Install new dryer in same area.

C. Convert worn out shower rack to form solid base for washer and dryer.

D. Put lockers temporarily installed in F.R. entranceway back in BE 28.

E. Repair and repaint lockers in BE 28.

Attachment

☐ Yes☒ No

Continued.

Deadline Date, if applicable

ASAP

Justification:

RECENT CONSTRUCTION WORK INVOLVING DRESSING ROOM/SHOWERS (BE 28) AND ADJACENT TO FITNESS ROOM (BE 48) AND TRACK.

Special Considerations, if any:

NONE

Location where work is to be performed (room no. & bldg.)

Contact Official

Cost Center

Tel. Ext.

BE 28; BE 28; BE 48 HQS.

Date of Request

Requesting Official

Tel. Ext.

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REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION :

Service Requested:

- ~~F~~ F. Install vent or otherwise improve ventilation in Dressing Room (BE 28)
- G. Repaint ceilings in both shower rooms (BE 28 + BE 48)
- H. Replace door catch on toilet stall in BE 26
- I. Replace carpet tiles in ^{WOMEN} ~~F.R.~~ area damaged by flooding.
- J. Mount full length mirror on wall in BE 28
- K. Do something to shield (block) view from opened door in BE 28 when used by women.

Attachment

☐

Yes

☐

No

Deadline Date, if applicable

Justification:

Special Considerations, if any:

Location where work is to be performed (room no. & bldg.)

Contact Official

Cost Center

Tel. Ext.

Date of Request

Requesting Official

Tel. Ext.



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